

**SOUTH CAROLINA BUDGET AND CONTROL BOARD  
ELECTRONIC COMMUNICATION DEVICE USAGE POLICY**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

This policy describes the assignment, use and management of cellular telephones, including smartphones such as Blackberries and Palm Treos, and pagers (collectively "electronic communication devices") by employees of the State Budget and Control Board (Board). Electronic communication devices for Board employees will be issued only upon authorization of the appropriate Board Division Director or the Board's Chief of Staff, subject to review by the Board's Internal Chief Information Officer. Authorization must be justified, on an initial and ongoing basis, by a demonstrated individualized official need of the employee for the type of electronic communication device. In addition, there must be an adequate budget within the respective program area to pay for the purchase and use of the electronic communication device.

Electronic communication devices are to be used for official use just as other office equipment, subject only to limited incidental personal use that does not increase the state's cost or violate any laws or ethical standards. Employees have no expectation of privacy as to the use of a Board issued electronic communication device. Management will have access to detailed records of electronic communication device usage from the vendor service provider, which will be subject to audit. Should the incidental use result in any overages, long distance, roaming or other charges, employees must reimburse the Board for costs associated with the incidental personal use of the electronic communication device. Employees should not use a Board issued electronic communication device while operating a motor vehicle. Misuse of an electronic communication device may subject the employee to discipline as set forth in the Board's Disciplinary Policy.